

1703: A Faith Collaborative  
**EXECUTIVE DIRECTOR (PART TIME)**  
**Job Description**

1703: A Faith Collaborative is a 501(c)(3) nonprofit organization whose purpose is to help individuals, leaders, and organizations cultivate purpose, compassion, and community. We train, mentor, and resource leaders and volunteers in creating stronger bonds in their congregations and surrounding community.

**DESCRIPTION**

The part time (10-15 hours/wk on average) Executive Director shall be responsible for helping the Board of Directors and the organization's volunteers fulfill the mission & vision of 1703. Main responsibilities include performing administrative functions to maintain operation and compliance of the nonprofit and overseeing the execution of 1703's primary programs, including UMC LEAD and the LEAD Conference.

**DUTIES**

- Faithfully execute basic administrative duties, including using Quickbooks, paying bills, making deposits, creating expense reports, and monthly financial reports in cooperation with the Treasurer.
- Ensure legal compliance and reporting, including 990s, insurance, and organizational filings, etc.
- Help solicit, track, and report sponsors, grants, and other fundraising opportunities.
- Administrate the 1703 and program websites, social media, and e-newsletters.
- Organize and hold meetings with the LEAD Conference team to execute the conference and other missional events and objectives, including logistics for travel.
- Work with the volunteer LEAD conference director to recruit volunteers and supervise their areas of responsibility (speaker engagement, fundraising, meal planning, and more).
- Attend and participate in site visits for the LEAD conference, as well as the LEAD conference itself.
- Seek opportunities for scale and growth.
- Other duties as assigned.

**QUALIFICATIONS AND SKILLS**

- Experience recruiting and supervising volunteers and ability to establish and maintain relationships with volunteers at all levels of the organization.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Proven ability to meet fundraising goals for a nonprofit organization or program.

- Excellent written, verbal, presentation, and interpersonal communication skills. This includes being courteous, tactful, and patient.
- Ability to organize and manage multiple tasks and remain flexible.
- Ability to communicate effectively in person, by phone, digitally, and electronically.
- Ability to work independently as well as in a team environment.
- Ability to occasionally travel and work evenings and weekends.
- Advanced skill level with Microsoft Excel, Word, Google Suite. Advanced skill with QuickBooks preferred.
- Familiarity with The United Methodist Church, its beliefs and organizational structures.

### **HOURS AND BENEFITS**

- 10-15 hours a week, average
- Flexible work schedule
- Remote work
- \$23/hour
- No health insurance or other benefits provided

### **SUPERVISION AND EVALUATION**

- Reports directly to the Board of Directors
- Provides written and oral reports at quarterly Board of Director meetings
- Annual evaluation with Board of Directors
- Probationary period of six months

Please submit a resume and cover letter expressing your interest in this position to [jobs@1703.faith](mailto:jobs@1703.faith).